

# TEAMS

Transition Employment Assistance for Military Spouses

## Salary Negotiations for Military Spouses

Participant Guide

SEPTEMBER 2021

Transition Employment Assistance for Military Spouses  
(TEAMS)

U.S. DEPARTMENT OF LABOR

Veterans' Employment and Training Services (VETS)

Transition Assistance Program (TAP)



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# Introduction to TEAMS

It is our pleasure to welcome you to this Transition Employment Assistance for Military Spouses (TEAMS) workshop. TEAMS was launched in September 2020 by the Department of Labor (DOL) Veterans' Employment and Training Service (VETS) as a part of the Department of Defense (DoD) Transition Assistance Program (TAP) and is designed specifically for the spouses of transitioning service members.

Whether you are a spouse of a service member who is relocating, retiring, separating, or a member of the reserve component who is deactivating, demobilizing, or being released from active-duty orders, this workshop is designed to assist you with finding employment.

Providing employment assistance to transitioning service members and their spouses is part of the mission of DOL VETS TAP. Each year, approximately 90,000 military spouses are impacted by their service member's military transition (DoD 2018 Demographics Profile of the Military Community). While spouses are eligible to attend military TAP briefings and workshops, the majority do not participate for a variety of reasons (DOL VETS TAP Military Spouse Curricula Needs Analysis, 2020).

In early 2020, DOL VETS conducted extensive research to discover what military spouses want and need in both education and delivery methods as well as what employment resources are available and accessible to military spouses.

The research, which spanned 11 reports, five website analyses, over 700 individual military spouse surveys, and dozens of interactions and interviews with military spouse advocacy groups, confirmed a demand for employment-related workshops concentrated on the issues encountered by transitioning spouses.

The TEAMS workshops are adapted from the current DOL TAP curriculum that is provided to over 170,000 service members annually.

Thank you for your participation and for your support of our nation's service members.



### Slide 1

Welcome to the Salary Negotiations workshop. This two-hour workshop is provided by the Department of Labor (DOL) to military spouses seeking information on how to conduct a salary negotiation after receiving a job offer or how to prepare to negotiate one.

## Learning Objectives



### Objectives

- Determine a reasonable salary range.
- Compare a job announcement posting to your experience and education.
- Evaluate job offers.
- Identify and discuss three ways to respond to a job offer.

### Slide 2

In this workshop, you will learn how to:

- Determine a reasonable salary range.
  - Compare a job announcement posting and requirements to your experience and education.
  - Evaluate job offers.
- Identify and discuss three ways to respond to a job offer.

# Section 1: Salary Negotiation Preparation



## Slide 3

In this section, we review basic information on pay, market value, and company research to provide you with a better understanding of how these items are linked to knowing your worth and how they can affect your annual earnings.

## Pay

Pay

- Salary or Wage
- Regular time or Overtime
- Exempt or Non-exempt

## Slide 4

The employer usually pays a salary or wage to the employee for work done during a fixed period, such as bi-weekly or monthly. Wages are usually calculated on the number of hours worked and are identified as regular time and overtime. Other terminology you might hear is exempt and non-exempt. One of the main differences between exempt employees and non-exempt employees is that exempt employees receive a salary for the work they perform, while non-exempt employees earn an hourly wage. An exempt employee is not eligible to receive overtime pay and is excluded from minimum wage requirements.

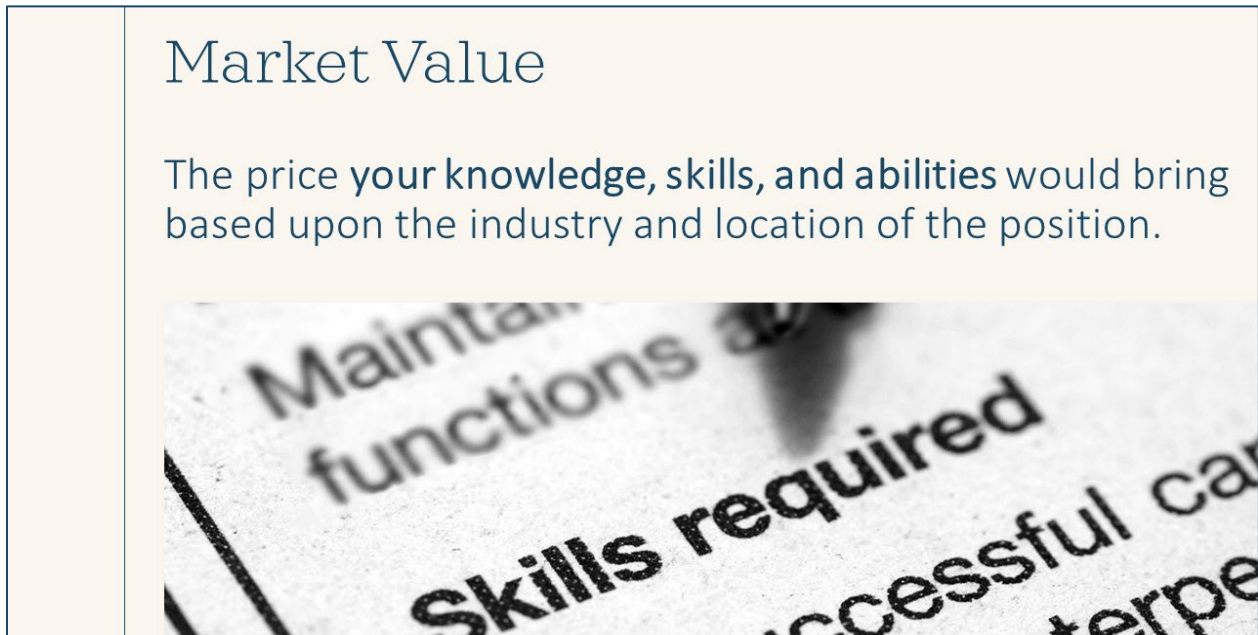
The amount of salary or wages paid to an employee is usually determined by the company and is based on what similar positions are paid in the same region and industry. Many positions have a salary range or pay scale set up by the employer. The salary range has a minimum and maximum pay rate for a particular job or function and may have a mid-point increment identified for a pay raise. Consequently, a salary range provides the company the opportunity to offer an amount to the candidate based on job elements and their expertise. The candidates can often negotiate their pay and sometimes their benefits.

According to DOL, <https://www.dol.gov/general/topic/wages/minimumwage>, the federal minimum wage for covered non-exempt employees is \$7.25 per hour. In addition, states have their own minimum wage laws that could be lower or higher than the federal requirement, i.e., California may have a higher minimum wage than Oklahoma. In any case, the actual minimum wage received can never be lower than the federal minimum wage requirement.

Employees covered by the Fair Labor Standards Act, <https://www.dol.gov/agencies/whd/flsa>, must receive overtime pay for hours worked more than 40 in a workweek of at least one and one-half times their regular rates of pay. The FLSA does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, unless overtime hours are worked on such days. The law applies to many full-time and part-time employees in the private sector and those who work for federal, state, and local governments. Review the Handy Reference Guide to the Fair Labor Standards Act, <https://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa>, for information on basic wage standards, tipped employees, computing overtime pay, and other labor laws.

For those who wish to pursue a career with the federal government, the U.S. Office of Personnel Management (OPM) provides links to current information on pay programs for Federal employees, including the General Schedule (GS), Law Enforcement Officer (LEO) Pay Schedules, and the Federal Wage System (FWS) from their website, <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

## Market Value



Slide 5

Market value can be defined as the price an asset would be worth or bring in the marketplace. To gain a better understanding to this definition in relation to your job search, replace the words **an asset** with **your knowledge, skills, and abilities (KSA)**. Then the statement will read:

Market value can be defined as the price your knowledge, skills, and abilities would bring based upon the industry and location of the position.

Consider your education, experience, performance, and compensable attributes, i.e., what are your knowledge, skills, and abilities. Your soft skills may include communication, critical thinking, relationship building, and teamwork. While hard skills may include technical knowledge such as skills in Microsoft Office, typing, mechanical ability, foreign language, and equipment operating.

Let's take a deeper look at a hard skill and see how it relates to a market value. For example, typing (or keyboarding) is an important fundamental computer skill. For an employer who needs an employee with typing skills, keyboarding would be considered an asset. The employer's needs for a skilled typist would determine the price they would be willing to pay.

Pay rates and salary ranges are also set up by individual employers and recognize the level of education, knowledge, skill, and experience needed to perform each job. The employer's salary range is determined by market pay rates, established through market pay studies, for people doing similar work in similar industries in the same region of the country.

If an employer needed a typist and you were the only typist in a 50-mile radius, your skills would be very valuable. On the other hand, if there are 100 typists in a 50-mile radius, your keyboarding skills might not be as valuable. But if you type accurately, this adds additional market value based on your skill **and** ability. What skills or qualities do you think our typist should possess negotiate a higher salary?

When assessing your KSAs, think about how one ability might cross over into other areas, i.e., how “typing accurately” or attention to detail can cross over into other areas. Use this information to persuade the employer that you are the best candidate and/or negotiate higher pay or better benefits.

You can research the U.S. Bureau of Labor Statistics, <https://www.bls.gov/oes/>, Occupational Employment and Wage Statistics (OEWS) for nearly 800 occupations. You can also conduct an online research of the company to assess company information.

## Company Research

	<ul style="list-style-type: none"><li>• Learn about what a company does.</li><li>• Conducted before interviewing.</li><li>• Is the company a <b>good fit</b> on several levels?</li></ul> <p data-bbox="1071 966 1347 1092">Company Research</p> 
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### Slide 6

Company research is the best way to learn about what a company does and what they look for in a candidate. A company may focus on a quality product while another company may focus on customer service.

You should have already conducted research on your own while job searching and definitely before interviewing. Company research was discussed in the TEAMS class “Your Next Move.”



Remember that this inquiry is an excellent way to see if their values align with yours. You can identify if a company does not have strong core values or possibly has fallen into a negative corporate culture. Does the prospective employer focus too much on profit, have high turnovers, or poor management or leadership? What do their employees say about them?

When conducting online research for a company, a good place to start is at the company's "About Us" page. In many cases, it is not always the salary that keeps an employee at a company, but it is the culture. It should be a good "fit" on several levels.

# Know Your Worth: Salary Research and Cost of Living



Slide 7

What is the worth or market value of your industry skills? Knowing your value gives you knowledge as you interact with clients, supervisors, colleagues, or friends and can be used to help negotiate the salary you want. Knowing the standard salary or wage for a position along with identifying your KSAs, can assist in developing a strategy to ensure that you are paid your market value.

For example, employers may have you list your salary requirements on your application. It is okay to write “open” or “negotiable.” If those are not options, provide a salary range based on salary research for your identified career. Including a cost-of-living comparison can provide you with additional qualitative information. This comparison is for you, the candidate, and not the employer.

While salary and cost of living are often used together, they are different. Your salary is pay for work done and cost of living is the amount of salary needed to sustain a certain standard of living in a specific location.

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## Salary Research

Conduct salary research to ensure your offer matches your market value. Consider factors that impact salary including job title, industry, location, job requirements, and your skills and experience.

Remember, your base salary is not what you take home. Employers deduct taxes, healthcare insurance, and retirement contributions from it.

For research purposes, salary may be grouped by job family which is a group of jobs that involve similar work and require similar training, skills, knowledge, and expertise. Some job family examples include:

- Administrative/Management
- Administrative/Support
- Communications/Marketing
- Human Resources (HR)
- Information Technology (IT)

Consider the IT job family which may include a Business Analyst, Help Desk Representative, a Database Developer, IT Policy and Planning Analyst, Telecommunications Specialist, Network Security Officer, and Product Manager and each of these positions may have ranges from entry-level to senior level.

### Employment Wages

There are a variety of online options for conducting private-sector salary research. Let's walk through a few.

Search the U.S. Bureau of Labor Statistics site, <https://www.bls.gov/oes/home.htm>, and tap into your network to identify a pay range for your specific job and organization. The Occupational Employment and Wage Statistics (OEWS) program produces employment and wage estimates annually for nearly 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas; national occupational estimates for specific industries are also available.

Salary.com <https://www.salary.com/> has been in business for nearly 20 years. They continually update their information on pay, benefits, and career data for a world-wide audience providing information for more than 15,000 unique job titles in 16 countries. Salary.com pulls HR-reported aggregate market data to accurately report salary on thousands of jobs. This site offers products and services such as:

- Salary research
- Cost-of-living wizard
- Job listings

Glassdoor.com <https://www.glassdoor.com/Salaries/know-your-worth.htm>

- Know Your Worth is based on millions of real salaries from Glassdoor users. Glassdoor's economists and data scientists unearth important trends in hiring, pay, and the broader economy. Once you complete your profile, Glassdoor will calculate how much you could earn in today's job market. You can try the leading salary calculator for your next salary negotiation.

Calculator.net <https://www.calculator.net/salary-calculator.html>

- The Salary Calculator converts salary amounts to their corresponding values based on payment frequency. Examples of payment frequencies include bi-weekly, twice a month, or monthly payments. Results include unadjusted figures and adjusted figures that account for vacation days and holidays per year. Each calculator is coded and developed individually, and put through strict, comprehensive testing.

For more information on financial planning and financial resources, refer to the TEAMS Website Guide.

**Website Activity: Identify a Salary Range using Salary.com**

The screenshot shows the Salary.com homepage with a focus on the 'INDIVIDUALS' section. The heading 'What am I worth?' is prominent, with a search bar containing 'Job title or keyword' and 'Location'. A blue arrow points to the search bar. Below the search bar is a green button labeled 'Get my salary estimate'. The background features a group of people in a meeting.

**Let's practice**

<https://www.salary.com/>


Slide 8

Conduct salary research using Salary.com, <https://www.salary.com/>.

Locate the section for Individuals and enter a job title/keyword and a location. Enter additional factors to see the market value for this career.

Step	Action	Additional Description
1.	To conduct salary research, go to Salary.com <a href="https://www.salary.com/">https://www.salary.com/</a>  Locate the section for Individuals and enter a <b>job title/keyword</b> and a <b>location</b> .	

Step	Action	Additional Description										
	<p>2. Dental Hygienist was used as the job title and Fort Hood, TX was used as a location.</p> <p>The results displayed several positions along with ads for business and training programs.</p> <p>Select <b>View Salary</b> for additional information.</p> <p>Or select 2 jobs to compare descriptions. For example, one could select the primary title, Dental Hygienist and compare to Registered Dental Hygienist (RDH).</p>	<div data-bbox="667 264 1424 422"> <p><b>Salaries</b> View salary and benefits information</p> <p><b>Dental Hygienist</b> <small>Alternate job titles: Registered Dental Hygienist (RDH)</small> <small>Under the direct supervision of a dentist, cleans calcareous deposits, accretions, and stains from teeth and beneath margins of gums using dental instruments. Performs routine examination and assessment of dental health. Feels lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer. Feels and visually examines gums for sores and signs of disease. Provides instruction, guidance, and coaching to patients about methods to improve dental health. May take Radiographs or x-rays. Typically requires an associate degree in dental hygiene. Meets lice more...</small></p> <p style="text-align: right;"><a href="#">View salary</a> <input type="checkbox"/> Compare it <a href="#">Compare</a></p> </div> <div data-bbox="760 464 1409 552"> <p><a href="#">View salary</a> <input type="checkbox"/> Compare it <a href="#">Compare</a></p> </div>										
	<p>3. Fort Hood, TX is the current location.</p> <p>A median salary will display.</p>	<div data-bbox="667 1054 1435 1419"> <p><b>Based on HR-reported data: a national average with a geographic differential</b> ⓘ</p> <p><b>Paid Annually</b> ▼ <span style="float: right;"><a href="#">View as table</a></span></p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td>10%</td> <td>25%</td> <td>50%(Median)</td> <td>75%</td> <td>90%</td> </tr> <tr> <td>\$51,544</td> <td>\$59,787</td> <td>\$68,840</td> <td>\$78,276</td> <td>\$86,867</td> </tr> </table> <p>lower level job <span style="float: right;">● Your Salary ???</span></p> <p style="text-align: center; background-color: #f4a460; padding: 5px; border-radius: 15px;">Employers: Find Surveys For This Job ⓘ</p> </div>	10%	25%	50%(Median)	75%	90%	\$51,544	\$59,787	\$68,840	\$78,276	\$86,867
10%	25%	50%(Median)	75%	90%								
\$51,544	\$59,787	\$68,840	\$78,276	\$86,867								
	<p>4. Enter additional factors to determine the market value for this career. You can select one factor or all five factors.</p>	<div data-bbox="667 1457 1435 1801"> <p><b>Do you know the following factors can affect your pay? Check it out to see how much you are worth.</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Education ▼</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Years of Exp. ▼</td> </tr> <tr> <td><input checked="" type="checkbox"/> Direct Reports ▼</td> <td><input checked="" type="checkbox"/> Reports To ▼</td> </tr> <tr> <td><input checked="" type="checkbox"/> Performance ▼</td> <td></td> </tr> </table> </div>	<input type="checkbox"/> Education ▼	<input checked="" type="checkbox"/> Years of Exp. ▼	<input checked="" type="checkbox"/> Direct Reports ▼	<input checked="" type="checkbox"/> Reports To ▼	<input checked="" type="checkbox"/> Performance ▼					
<input type="checkbox"/> Education ▼	<input checked="" type="checkbox"/> Years of Exp. ▼											
<input checked="" type="checkbox"/> Direct Reports ▼	<input checked="" type="checkbox"/> Reports To ▼											
<input checked="" type="checkbox"/> Performance ▼												

Step	Action	Additional Description
5.	<p>In the example, the following information was either changed or added:</p> <ul style="list-style-type: none"> <li>Added Education - Technical Certificate</li> <li>Added Years of experience - 1-2</li> </ul> <p>The <b>Your Salary</b> item will display dollar amounts instead of question marks.</p>	

Salary Comparison Table

Salary Comparison			
Location 1	Result	Location 2	Result
City/State		City/State	
Range or specific salary for this occupation in your preferred location (city/state)?		Range or specific salary for this occupation in your preferred location (city/state)?	
Does the salary range fit my requirements? Y/N		Does the salary range fit my requirements? Y/N	

Slide 9

You can conduct salary research for numerous locations using the following salary comparison table.

**Salary Comparison for:** \_\_\_\_\_ (occupation or position)

Location 1	Result	Location 2	Result
City/State		City/State	
Range or specific salary for this occupation in your preferred location (city/state)?		Range or specific salary for this occupation in your preferred location (city/state)?	
Does the salary range fit my requirements? Y/N		Does the salary range fit my requirements? Y/N	

In the following example, the participant's spouse was stationed at Fort Hood. After separating from the military, they want to remain in Texas, but are unsure if they want to remain in the immediate area. Salary research was conducted for a Dental Hygienist with a Technical Certificate and 1-2 years of experience for both Fort Hood and Corpus Christi, TX. The two cities are 4.5 hours apart. The salary is higher in Corpus Christi, TX. In evaluating relocation criteria, salary should not be a determining factor. A cost of living comparison should also be considered when selecting a career path.

**EXAMPLE: Salary Comparison for Dental Hygienist**

Location 1	Result	Location 2	Result
City/State	Fort Hood, TX	City/State	Corpus Christi, TX
Range or specific salary for this occupation in your preferred location (city/state)?	\$51K – 87K \$64,037	Range or specific salary for this occupation in your preferred location (city/state)?	\$53K – 90K \$66,606
Does the salary range fit my requirements? Y/N	Yes	Does the salary range fit my requirements? Y/N	Yes



## Cost of Living

<h3>Cost of Living</h3> <ul style="list-style-type: none"> <li>• Apartment Pricing</li> <li>• Markets and Groceries</li> <li>• Monthly Rent / Monthly Utilities</li> <li>• Restaurants</li> <li>• Clothing and Shoes</li> <li>• Sports and Leisure</li> <li>• Childcare</li> <li>• Transportation</li> <li>• State and Local Taxes</li> </ul>	
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Slide 10

A cost-of-living calculator is used to compare the overall price of goods and services among different areas. You can use your current location and your new location to determine what salary you will need to maintain the same standard of living at your new location.

Factors to consider include:

- |                     |   |  |
|---------------------|---|--|
| ✓ Apartment pricing | ✓ Markets and Groceries   | ✓ Monthly Rent and Utilities   |
| ✓ Restaurants       | ✓ Clothing and shoes Insurance  | ✓ Sports and leisure   |
| ✓ Childcare         | ✓ Transportation (private, i.e., car payments and public, i.e., mass transit) | ✓ State and Local taxes (sales, licensing fees, gasoline/fuel, etc.) |

Cost-of-living calculators are offered on Salary.com as well as these other websites:

- Numbeo.com <https://www.numbeo.com/cost-of-living/>
  - Numbeo is the world's largest cost-of-living database. Numbeo is also a crowd-sourced<sup>1</sup> global database of quality of life information including housing indicators, perceived crime rates, and quality of healthcare, among many other statistics.
- Bankrate.com <https://www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx>
- SmartAsset.com <https://smartasset.com/mortgage/cost-of-living-calculator>

Use the information from the calculators to answer questions such as

- Is the cost of living higher or lower than your current location?
- What preparations might you need to make, e.g., create a current and projected budget?

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<sup>1</sup> Crowdsourcing involves obtaining work, information, or opinions from a large group of people who submit their data via the Internet, social media, and smartphone apps.

# Job Offers

## Evaluating a Job Offer

Evaluating a Job Offer		
Industry	Position	Company
Schedules/work	Environment	Paid time off (PTO)
Paid sick time	Health insurance	Paid life insurance
Savings and profit-sharing	Retirement plans	Other benefits

Slide 11

### Job Offers (Terms and Offer Factors)

Receiving a job offer is an exciting time in your job search; after all, that is your goal in the process. But do not make decisions or accept offers on the spot. Instead, say, “I want to make sure I understand all the components of the offer; will you send me an email outlining the proposed terms?”

Evaluate your job offer to ensure it matches your career goals, and then weigh your options.

### Terms of the Offer

When reviewing a job offer, consider the entire package, not just salary. The total compensation package consists of many items, such as, salary, benefits, hours, flexibility, vacation time, and retirement plans.

## Job Offer Benefits

Be sure to consider your benefits when reviewing your offer. Benefits packages can offer a wide range of options.

The quality of the benefits may impact what you are willing to accept as your salary. Some companies offer lower salaries, but the benefits of flexible schedules or work locations, i.e., remote opportunities, outweigh the difference in salary. Other companies may give you a higher salary to compensate for a lack of benefits.

Consider all benefits when reviewing your offer.

Benefits	Explanation
<b>Medical Insurance</b>	For full-time employees, a typical employer may cover a portion of the cost of health insurance, splitting the cost with the employee. Health insurance plans vary in their offerings, so read the terms of the plan.
<b>Dental and Vision Insurance</b>	Many companies that offer a health insurance plan also offer some type of dental and vision insurance with preventive care at an added cost.
<b>Paid Time Off (PTO)</b>	PTO includes a pool of paid time-off such as vacation time, sick days, and other leave. Some employers offer it as a bank of days, while others may offer vacation and sick leave as separate benefits.  Often, PTO must be accrued over time, usually earning a set rate of hours per pay period.
<b>Education Benefits</b>	Employers may offer a type of benefit to compensate employees who invest in education or training. This benefit may require a time-with-the- company payback or full completion of the education or training prior to the company reimbursing expenses.
<b>401(K) or Retirement Contributions</b>	Employers may contribute to employees' retirement plans. The amount of compensation the employer contributes to an individual's account varies greatly. Companies can require a vesting period, which means those dollars contributed to the individual retirement accounts are not immediately available to the individual. Once the worker is vested, those contributions transfer ownership to the individual.

Benefits	Explanation
<b>Stock or Equity</b>	Some companies offer stocks or stock options, for small businesses in start-up mode, a percentage of ownership in the company. Stock or equity opportunities typically have a vesting period.
<b>Profit-Sharing</b>	Some companies set aside a predetermined percentage of profits for distribution to employees who qualify under the terms of the benefit. Each of these terms varies from employer to employer.
<b>Transportation Allowance</b>	Some employers offer transportation expenses like: Monthly car allowances Employer-leased vehicles Other fees associated with travel or work commute (public transportation, parking, etc.) Be aware that some of these benefits are taxable to the employee.
<b>Other Benefits</b>	Pre-Tax Deductions, Company Perks, and Other Insurance (Life, Short-term Disability, Long-term Disability, Identity Theft, etc.)

## Evaluation

To evaluate your offer, make a checklist of what is acceptable and unacceptable. Compare how well the job matches your preferences and values. Keep in mind, your job decisions affect your family, so include them in the decision-making process.

Take Into consideration these additional factors when evaluating a job:

Industry	Position	Company
Schedules/Work	Environment	Paid time off (PTO)
Paid sick time	Health insurance	Paid life insurance
Savings and profit-sharing	Retirement plans	Other benefits

- What terms of the job offer are important to you?
- Are there any terms of a job offer that are non-negotiable for you?
- What are the key factors to you in accepting a job offer?

Use the checklist to answer questions associated with many factors of a job offer. Refer to the Appendix for an expanded Job Offer Evaluation Checklist.

<b>Job Offer Evaluation Checklist</b>		
<b>Industry</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Interest in the industry</b> Do I want to build a career in this field?		
<b>Job Position</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Work duties</b> Do the duties of the job interest me and use my skills?		
<b>Potential for advancement</b> What opportunities are available?		
<b>Wages/benefits</b> Do they meet my needs?		
<b>Schedules/Work</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Work schedule</b> Does the job allow for flexible work schedules?		
<b>Remote work</b> Does the company have a main or primary location, or does it have branch locations (which might be closer to your location)?		
<b>Other Benefits</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Does the company offer cars or transportation allowance provided for executives, salespeople, or managers who must travel?		

## Job Requirements and Candidate Skills



### Slide 12

Job descriptions layout tasks, responsibilities, and physical requirements that classify jobs into families, and show compensation structure, and other valuable information about a position.

Job announcements or job postings are an external marketing tool meant to attract viable candidates. Job postings may provide details about company values and culture and what the organization has to offer a potential candidate. Job postings are typically broken into several sections and often include:

- Description of the position
- Description of the responsibilities or tasks
- Listing of key qualifications (required or desired)
- Information about the company or organization's culture
- Directions on how to apply

Analyzing the job posting will assist in making a connection between your skills and the employer's requirements to determine your worth, and assist to better scale your employment worth to that employer.

Items that you should consider in your evaluation are:

- Educational requirements
- Technical Qualifications
- Prior Work Experience
- Skills
  - Technology Skills – Microsoft Access (creating a database); Microsoft Publisher (create flyers); or Microsoft Outlook (communicate to vendors, caterers, participants, etc.).
  - Interpersonal Skills / Communication Skills (Teamwork / Team Building)
    - Time Management / Planning / Organization
    - Customer Service
    - Problem-Solving
    - Leadership
- Knowledge – Customer service, excellent written and public speaking skills, and strategic planning.
- Abilities – Organizing, planning, prioritizing, problem-solving, previous event coordination experience.
- Initiative
- Flexibility
- Company Knowledge – Review website and any provided company information to see if their needs and values are consistent with yours.

Let's practice reviewing a job posting's requirements and information and comparing to the candidate's skills and current situation to identify overlapping and missing areas. Review and compare the fictitious military spouse bio and the Indeed.com job posting. Use the information to determine a strategy for negotiating higher pay.



**BIOGRAPHY, Susan Gardner**

Susan is an Army military spouse. Her husband's recent PCS move relocated her to Fort Knox, Kentucky.

Previously she organized a Military Spouse Mentoring Initiative supplying guidance to spouses in the areas of military life, moving stressors, family/life balance, and mil-spouse career resources. She collaborated with employers and the local Chamber of Commerce and actively took part in local networking events and career fairs.

In her new community, Susan volunteers at the FRG (Family Readiness Group) on the special events committee and hospitality/welcome committee. She continues to attend career fairs. Her career goal is to help other military spouses connect to community employment and resources. The following information is an excerpt from her resume.

- Experience:
  - Public Speaking, Networking, Customer Case Managing, and Career Counseling.
  - Resume review and help. Finding educational and employment opportunities.
  - Proficient with using WebEx and Zoom for training, presentations, and meetings.
  - Excellent grasp of military terminology and how to translate into civilian "speak".
  - Develop monthly newsletter for Family Readiness Officers. Avid supporter of all on-base and local programs which support military families.
- Employment History:
  - Editor/Writer – Welcome Committee Monthly newsletter, Family Readiness Group, KY 2021 – Present
  - Career Exploration and Planning, The ABC Group, WI 2018 – 2020
  - Volunteer Coordinator, 123 Elementary School, TX 2016 – 2017

Susan is currently pursuing an online associate degree in Communications. She has completed 18 credit hours of the 60 credit-hour program to include the following classes:

1. Public speaking
2. Introduction to Research and Applied Statistics – compute statistical formulas using Excel
3. Business Fundamentals – overview of accounting, finance, and marketing

Darren, Susan's active-duty Army spouse, is weighing the benefits of continuing his military career and working towards retirement or separating and staying in the state of Kentucky. The area is midway between her family in Ohio and his family in Tennessee. In their free time, they enjoy travelling throughout the state and hiking various parks.

**JOB POSTING, Office Coordinator, Clinkenbeard Wade eXtreme Real Estate Team<sup>2</sup>**

<b>Salary:</b>	\$25,000 - \$30,000 a year
<b>Job Type:</b>	Job Type: Full-time
<b>Qualifications:</b>	High school or equivalent (Preferred) QuickBooks: 1 year (Preferred)
<b>Full Job Description: Office Coordinator and Assistant</b>	Office duties such as filing, folders, listings, email, and excel spreadsheets.  Following up on leads, calling clients, and setting up appointments. Must be proficient in Excel, Outlook, and Word.
<b>Related keywords:</b>	administrative assistant, office manager, administrative
<b>Schedule:</b>	8-hour shift, Monday to Friday
<b>Supplemental Pay:</b>	Commission pay
<b>Education:</b>	High school or equivalent (Preferred)
<b>Experience:</b>	QuickBooks: 1 year (Preferred)
<b>Work Location:</b>	One primary location
<b>This Job Is Ideal for Someone Who Is:</b>	<ul style="list-style-type: none"> <li>• Dependable -- more reliable than spontaneous</li> <li>• People-oriented -- enjoys interacting with people and working on group projects</li> </ul>
<b>This Company Describes Its Culture as:</b>	<ul style="list-style-type: none"> <li>• Aggressive -- competitive and growth-oriented</li> <li>• Team-oriented -- cooperative and collaborative</li> </ul>
<b>Work Remotely:</b>	No
<b>COVID-19 Precaution(s):</b>	Sanitizing, disinfecting, or cleaning procedures in place

<sup>2</sup> Retrieved from Indeed.com 11FEB12, <https://www.indeed.com/q-All-I-Elizabethtown,-KY-jobs.html?vjk=cac6c94eaef4f0c9&advn=6529205775116939>

**Skill Comparison Chart**

Skill Comparison Chart		
Job Posting	Comparison	My Skills (and Qualifications)
High school or equivalent (Preferred).		Have 18 credit hours, Communications degree.
QuickBooks: 1 year (Preferred). Used for bookkeeping.		Excel: Have extensive knowledge. Have used in college for analyzing data.

Slide 13

Let’s compare the two job posting qualifications to Susan’s skills and qualifications using the Skill Comparison Chart.

Job Posting	Comparison	My Skills and Qualifications

## Skill Comparison

Job Posting	Comparison	My Skills (and Qualifications)
High school or equivalent (Preferred).	<ul style="list-style-type: none"> <li>Exceeded education requirements.</li> </ul>	Have 18 credit hours, Communications degree.
QuickBooks: 1 year (Preferred). Used for bookkeeping.	<ul style="list-style-type: none"> <li>Lacking QuickBooks.</li> <li>Excel is Not good for bookkeeping.</li> <li>Excel is good for supplying real estate financial analysis:                             <ul style="list-style-type: none"> <li>Show company growth</li> <li>Import names and addresses which helps with client management.</li> </ul> </li> </ul>	Excel:  Have extensive knowledge.  Have used in college for analyzing data.

Slide 14

How could she use the comparison chart as part of her negotiation strategy?

Susan’s education level is higher than what the employer prefers. She can use this information to negotiate for higher pay. However, she does not have QuickBooks knowledge which the employer prefers. But QuickBooks is easy to learn. Susan does have Excel knowledge. She could use this information to persuade her employer that she is a better candidate, because Excel not only is used to conduct real estate financial analysis, but also for storing client information.

Any other areas of comparison?

Job Posting	Comparison	My Skills and Qualifications

Use this method when negotiating a job offer to decide if the company’s values align with yours, to find your weaknesses and strengths, and to show why you are the best candidate.

## Section 2: Negotiating Job Offers



Slide 15

“Everything is negotiable. Whether or not the negotiation is easy is another thing.”  
– Carrie Fisher, Actress (1956-2016)

Negotiation usually involves a strategic discussion aimed at reaching an agreement or resolving an issue that benefits both parties and both parties find acceptable. A salary negotiation is simply the process of coming to an agreement on the amount of pay that an employee will receive, and the employer will give. Many position announcements do not supply a salary or salary range.

### Negotiation Preparation

<p>Negotiation Preparation</p> <ul style="list-style-type: none"><li>• Research the salary</li><li>• Determine the range you will accept</li><li>• Be willing to negotiate other terms<ul style="list-style-type: none"><li>• Vacation Days</li><li>• Flex Time</li><li>• Remote Work</li><li>• Tuition for a Degree Program</li><li>• Travel Reimbursement</li></ul></li></ul>	
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Slide 16

You may receive an offer that includes a mix of desirable and undesirable elements. Rather than turning down the offer, you may want to consider negotiating the terms of the offer with the employer.

Before you decide to negotiate, you must make decisions. First, be sure the issue is so serious that you would not take the job unless it was changed.

▷ **Salary**

If money is the issue, be sure you research and know the salary for the position in your market and the range you will accept. Having a range allows for compromise.

For example, you can say, “My research confirms that based on my skills and experience, the range for this position in (location) would be \$\_\_\_ to \$\_\_\_.”

If the employer is not willing to flex on salary, you may want to negotiate other terms of the offer instead.

▷ **Schedule Flexibility**

Time is money. You can negotiate for more vacation days, flex time, and the ability to telecommute. These options can help maintain a healthy work-life balance and make the job more attractive to you.

▷ **Education and Training**

Negotiate for the employer to pay the tuition for a degree program or the cost of earning a professional certification. This option will help increase your skill set and add value to the organization.

▷ **Travel Reimbursement**

Gas, parking, and toll costs can add up quickly. You can negotiate for travel and transportation reimbursement, i.e., public transportation, bus or train fees, gas, parking fees, toll fees.

Put in the work and be creative! These things can make a difference in your quality of life.

## Negotiation Actions

	<h3>Negotiation Actions</h3> <ul style="list-style-type: none"><li>• Be realistic.</li><li>• Negotiate other components.</li><li>• Prepare your list of skills.</li> <li>• Don't inflate your earnings.</li><li>• Don't get overly aggressive.</li><li>• Don't act too eager to accept.</li></ul>	
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### Slide 17

“What is your desired salary?’ The unwritten rule when it comes to salary is this: whoever proposes a number first loses. When you interview, you should never feel pressured to answer this question. Simply let your interviewer know that the most important thing to you is how well you fit the position.” – Travis Bradberry, American Author

It takes time and money to find the right candidate to fill a position, so the employer has already invested in you. Out of all the candidates they interviewed, they chose you. Keep in mind when you negotiate, they want this to work out; they want you to accept the offer. Strive for a mutually acceptable outcome.

If you like the potential job but are not happy with one or more of the offer components, negotiate the job offer. When you accept the offer, be sure it is what you want.

To negotiate a successful job offer, develop a plan. Conduct research and analyze the job, company, compensation and benefits packages, and opportunities for career growth. Be prepared because a negotiation is time sensitive.

Use hypothetical scenarios to prepare yourself for the negotiation. For example, ask yourself the “what ifs” of the negotiation and have a contingency plan for them: “If they offer me more vacation time instead of an increase in salary, will I accept it?”

Preparing for these possibilities in advance gives you time to react. Prepare before the negotiation or the employer has the upper hand. Use these actions to help you prepare.

Actions to Take	Actions to Avoid
Research the average salary and salary ranges for the type of job you’re interviewing for on <a href="http://www.bls.gov">www.bls.gov</a>	Don’t try to negotiate right after the offer is made, as you need time to analyze the offer package and come up with negotiation strategies.
Be realistic in your expectations.	Don’t accept an offer strictly for the money.
Be aware of your strengths and accomplishments so you can demonstrate the value you’ll bring to the employer.	Don’t try to leverage one job offer against another job, as it can and typically will backfire. Don’t assume that a company will match another company’s offer.
Be open minded about the offer and maintain a professional and positive attitude during the negotiation phase.	Don’t accept an offer until you’ve seen all the terms in writing.
Let the employer make the first move into the salary negotiation phase, by knowing the salary range you will have an idea of the interviewer’s negotiating parameters.	Don’t inflate your current earnings to get a higher salary offer.
Consider every aspect of the compensation and benefits package, not just the base salary or any one component of the offer package.	Don’t get overly aggressive in negotiating the salary you want, and don’t negotiate using ultimatums.
Try to negotiate other components of your offer (e.g., shorter review period, sign-on bonus, more vacation, etc.) if the employer can’t match your desired salary.	Don’t accept the first salary offer you receive unless you’re confident and excited about the job, company, and opportunity for growth.
Aim high when stating your desired salary range, as you can always come down but cannot talk your way back up if you aim too low.	Don’t act too eager to accept, even if the offer was more than you expected, as most employers leave room to negotiate.
Prepare your list of skills, experience, and added value to support your requested compensation.	Don’t provide your current compensation or your financial obligations as a reason the employer should pay more.



## How to Negotiate

	<h3>How to Negotiate</h3> <ul style="list-style-type: none"><li>• Show your appreciation.</li><li>• Be excited.</li><li>• Identify:<ul style="list-style-type: none"><li>• What is acceptable.</li><li>• What you want to negotiate.</li></ul></li><li>• Use a persuasive argument.</li><li>• Be genuine.</li></ul>
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### Slide 18

An in-person negotiation offers the advantage of addressing the employer's objection(s) on the spot. If the job you are applying for is one where an offer may be made at the end of the interview, you should be prepared to negotiate at that point.

An in-writing negotiation can give you the opportunity to word your remarks carefully. It gives the employer a chance to evaluate your ideas, talk them over with others, and make a counteroffer. It avoids instant refusal. Remember to keep the letter positive and factual.

Whether negotiations are performed in person or in writing, you must think like an employer and strategize. Evaluate where you meet or exceed the job preferences or requirements.

A salary negotiation should have a win-win outcome. The plan is that you will establish a positive working relationship with this employer. Keep your salary negotiation emails polite, professional, and direct. Be respectful of the hiring manager's time. Be firm, but not pushy. Strive for a tone of thankfulness for the opportunity you've been given. You want to join their team and they want you to join their team.

Use the following guidelines when composing a salary negotiation email:

- **Recipient.** Usually, the hiring manager or interviewer who extended the offer.
- **Subject Line.** Clearly state what the email is about.
- **Salutation or Greeting.** An appropriate greeting, such as Dear Mr./Mrs./Ms. First Name Last Name.
- **Paragraph 1/Opening.** Start by showing your appreciation for the job offer (or for the Position Title) and the hiring manager's time throughout the job-hiring process. You can also include your excitement for the opportunity.
- **Paragraph 2/ Proposal.** Make your case. Identify what is acceptable, i.e., the terms of the offer, and what you want to negotiate, i.e., the salary. Explain and justify why you are requesting the specified changes to the initial offer. Discuss the skills and experience that you offer. Use a persuasive argument in this initial communication. Include the new proposal along with supporting information. Restate your qualifications for the job, and whether you are willing to accept other forms of compensation, such as more paid-time-off, in lieu of a higher salary.
- **Paragraph 3/Closing.** Reiterate your interest in the position. Be genuine so the employer knows it is worth their time to try to make your request work and thank them for the offer.
- **Signature.** Use the same method to sign this email as you did with other correspondence during the job search. You can end with any of the following: Sincerely, Regards, Best.

## Salary Negotiation Email Example

## Salary Negotiation Email Example

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**Subject Line**

**Recipient / Greeting**

**Signature**

KP Enterprises Atlanta, GA Operations Manager Salary Discussion

Dear Mr. Pham,

Thank you for offering the Operations Manager job offer! I feel confident I will make a significant contribution to the growth and efficiency of the team over the short and long term. The terms you have described in the offer are acceptable, except for the base salary offer of \$40,000 per year.

The research I've completed on comparable salaries in Atlanta, Georgia shows that a base salary range of \$45,000 to \$52,000 would be appropriate. My eight years of expertise overseeing technical operations and supervising technical teams allows me to immediately be an asset to the organization with little to no training time involved. Additionally, my volunteer experience for local community programs not only increased my knowledge of how to develop personal and professional relationships, but also aligns with the company's core value of caring. Based on the above, I would ask you to kindly consider, as a compromise, a base salary of \$47,000.

I am excited for the chance to work with KP Enterprises as an Operations Manager. I look forward to speaking with you again soon.

Regards,  
Jules Mendez

**Opening**

**Proposal**

**Closing**

Slide 19

Let's review the following salary negotiation email example to find out how the guidelines apply.

KP Enterprises Atlanta, GA Operations Manager Salary Discussion

Dear Mr. Pham,

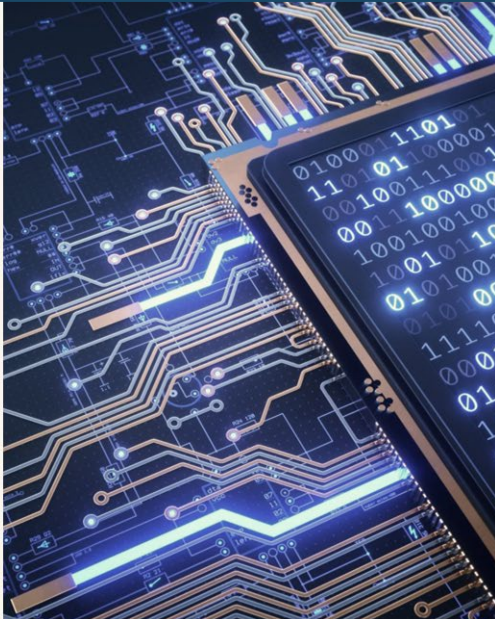
Thank you for offering the Operations Manager job offer! I feel confident I will make a significant contribution to the growth and efficiency of the team over the short and long term. The terms you have described in the offer are acceptable, except for the base salary offer of \$40,000 per year.

The research I've completed on comparable salaries in Atlanta, Georgia shows that a base salary range of \$45,000 to \$52,000 would be appropriate. My eight years of expertise overseeing technical operations and supervising technical teams allows me to immediately be an asset to the organization with little to no training time involved. Additionally, my volunteer experience for local community programs not only increased my knowledge of how to develop personal and professional relationships, but also aligns with the company's core value of caring. Based on the above, I would ask you to kindly consider, as a compromise, a base salary of \$47,000.

I am excited for the chance to work with KP Enterprises as an Operations Manager. I look forward to speaking with you again soon.

Regards,  
Jules Mendez

## Offer Evaluation and Negotiation

<p>Activity: Job Offer Scenario</p> <ul style="list-style-type: none"><li>• Bachelor's degree in Computer Science</li><li>• 8 years of experience in Network Management</li><li>• Salary range \$68,000 - \$110,000</li><li>• Offered \$55,000</li></ul>	
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Slide 20

So far, we have discussed negotiation preparation, actions to take and actions to avoid, and reviewed guidelines when composing a salary negotiation email.

Let's put all of this into practice and discuss negotiation options you would provide to your friend – Li Tang - when she receives a job offer for her dream job, but the salary is disappointing.

- Note: There is not a definitive timeline for salary discussions, but usually a counteroffer is made between 24-48 hours. For today's practice, you are only going to take 5–10 minutes, so you can have the opportunity to experience some strategic discussions.

**Activity: Job Offer Scenario**

Li recently moved and has been looking for a job for three months. This is her first offer, and she is extremely excited for the opportunity to work at ABC Corporation – her dream job. She calls you to tell you the good news.

During the call she confides that she was thrilled until she saw the salary. Li conducted salary research and found the average salary for someone in this position with a bachelor's degree in Computer Science with 5 years of experience was \$68,000-110,000. She has a bachelor's degree in Computer Science with 8 years of experience in Network Management.

She was hoping that the salary was in the \$60,000 range, but she is simply happy she got a job offer. She likes the benefits and wants to accept the offer. She asks you if she should accept it or wait for a better job to come.

What should you say to her? First, read Li's **offer letter**.

Dear Ms. Tang,

Following our recent discussions, we are delighted to offer you the position of Network Specialist with the Business Marketing Division at ABC Corporation. If you join ABC, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of the ABC team, we would ask for your commitment to delivering outstanding quality and results that exceed client expectations.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

- Title: Network Specialist, Business Marketing Division
- Start date: June 1, 20xx
- Annual salary: \$55,000
- Probationary period: 90 days
- Group benefits: Health, dental, and vision - 75% cost share paid by the organization, paid educational benefits
- Position type: Full-time, exempt
- Reporting relationship: Reporting to the Director of Marketing Operations
- Annual vacation: 10 business days
- Annual sick leave: 5 business days
- Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, plus three floating holidays.

Should Li...



**ACCEPT THE OFFER**      **NEGOTIATE SALARY**      **DECLINE THE OFFER**

Slide 21

Based on Li's offer letter and your negotiation knowledge, should she:

- **Accept** the offer and keep looking for other work.
- **Negotiate** her salary.
- **Decline** the offer.

**Consider the following before you answer:**

- What are the consequences of accepting immediately?
- Remember, the unwritten rule when it comes to salary is this: whoever proposes a number first loses. The offer has already been extended – the employer has spoken first.
  - If she negotiates, what salary should she start with?
  - What are her reasons for asking for more money?
- She has been looking for three months and this is her first offer.

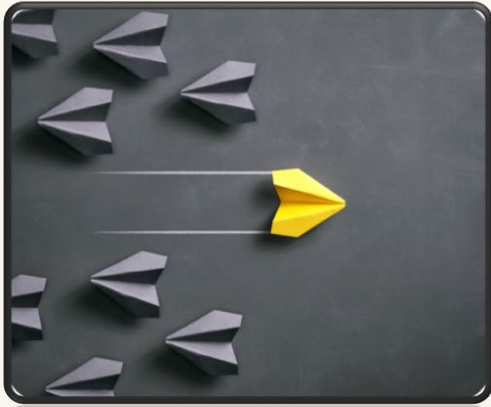
In the following chart, write your recommendation to Li.

Li's Choices	Your Recommendation
<b>Accept the offer</b> and keep looking for other work.	
<b>Negotiate her salary.</b>	
<b>Decline the offer.</b>	

Evaluation of each recommendation.

Li's Choices	Recommendation
<b>Accept the offer</b> and keep looking for other work.	If you only take the offer to bridge the gap for something at a higher salary, you may regret it later. It can lead to short-term job retention and can burn bridges. Or you may love the job but begrudge it because you missed out on negotiating the salary you deserve.
If you're happy with the job and benefits, <b>negotiate your salary!</b> The research shows the salary range starts at \$68,000, with your experience you need to stand strong and not go below \$68,000.	Negotiating a higher salary is the right move here. Li wants the job, but knows she is worth more in the market. But remember, negotiation is not an ultimatum; it is a conversation. You lose out declining a job you want because you are stuck on an arbitrary figure. Find <b>your</b> walk-away amount.
If you're happy with the job and benefits, <b>negotiate your salary!</b> Ask for \$65,000 so you have room to come down and still get the salary you want.	The suggestion to negotiate a higher salary with Li's walk-away amount in mind is the best advice. Always know your acceptable range and have a walk-away point. Remember, salary is not the only thing you can negotiate.
<b>Decline</b> the offer. You are worth so much more than that.	If you want the job and the salary is the only obstacle, always negotiate before declining an offer.

# Communicating Your Decision

<p>Communicating Your Decision</p>  <ul style="list-style-type: none"><li>• Accept the Offer</li><li>• Request a Delay / Ask for More Time</li><li>• Decline / Reject the Offer</li></ul>	
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Slide 22

## Negotiation Outcome

Remember, this is a collaborative negotiation where you and the employer want a positive outcome. If necessary, you can accept the offer as presented or if you are unable to find middle ground during your negotiations with your employer and you choose to decline their offer, you can thank them for their offer and respectfully decline.

### Job Offer Communication

After all the work you have done researching, building your brand, networking, applying to jobs, and interviewing, you've been offered the position. Job well done! In this section, you will learn how to effectively communicate your decision to the employer.

#### Consider the following:

- Are you comfortable with asking for more time to consider? If not, what do you need to do to be comfortable?
- Do you understand that maintaining professionalism when accepting, delaying, or rejecting an offer can impact future opportunities?



After evaluating the job offer, and possibly negotiating, communicate your decision to the employer. Based on the timeline the employer provides, communicate your decision either verbally or in writing: accept the offer, request a delay of the decision, or reject the offer.

Let's review three example responses for the same Program Director position from our candidate, Kelly Barrett.

### Accept the Offer

Accepting a job offer is a big decision. Do not rush to give an immediate answer. It is a good idea to ask for time to consider the offer. Use that time to talk to your family and friends about the opportunity and evaluate the job offer. If you **accept the position**, ensure you thank them for the opportunity, and verify the salary, benefits, position, and starting date.

When you receive a job offer, follow the instructions in the offer and meet the prescribed deadlines.

Offer Acceptance Example Email:

Dear Mr. Patel:

It was wonderful to speak with you on the phone yesterday about the Program Director position at Zen Company. I'm thrilled to formally accept this job offer. I'm looking forward to working with you and the rest of the senior management team on charting a new direction for our marketing strategy.

It is my understanding that the conditions of my employment are as follows:

- My start date will be May 13th.
- Annual salary of \$65,000.
- Benefits include accident, health, and life insurance, which is effective on my start date.
- My probationary period lasts 90 days, with an initial performance and salary review after that time.
- Vacation and sick leave accrue at a rate of one day per month and are cumulative.

I'm looking forward to seeing you next Monday. Please let me know if there is any paperwork or additional information you need from me beforehand, or if there is any documentation that I should bring along on my first day.

Sincerely,

Kelly Barrett

### Request a Delay / Ask for More Time

The employer may expect you to request time to consider the offer or to make a counteroffer. To **request a delay** of the decision, start by relaying your thanks and appreciation for the job offer. Then ask what the deadline is to get back with your decision.

#### Offer Delay Example Email:

Dear Mr. Patel:

Thank you very much for offering me the position for the Program Director position at Zen Company. I greatly enjoyed our conversation. Do you mind if I take a couple of days to consider your offer and discuss this opportunity with my family? Is there a deadline for my response?

Sincerely,

Kelly Barrett

### Decline / Reject the Offer

If you decide to **reject the offer**, communicate quickly with the employer, and express your gratitude for their time. You never know to whom they are connected. Even if the negotiation did not go the way you hoped, continue being professional and gracious.

#### Offer Rejection Example Email:

Dear Mr. Patel,


Thank you for offering me the position of Program Director position at Zen Company and for reviewing my counteroffer with management. I fully understand that budgets are tight, but I must respectfully decline the position at the current compensation.

Thank you for your graciousness during the negotiation process. I wish you and Zen Company all the best.

Sincerely,

Kelly Barrett

# In Conclusion

	<h2>In Conclusion</h2> <ul style="list-style-type: none"><li>✓ Determine your reasonable salary.</li><li>✓ Compare job announcement posting and requirements to your experience and education.</li><li>✓ Evaluate job offers – terms and other factors.</li><li>✓ Gain negotiation skills – identify and discuss three ways to respond to job offer.</li></ul> 
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Slide 23

Congratulations! You have taken significant steps toward setting yourself up for success. You can approach your next job search and salary negotiation with knowledge and confidence.

In this workshop, you have learned how to:

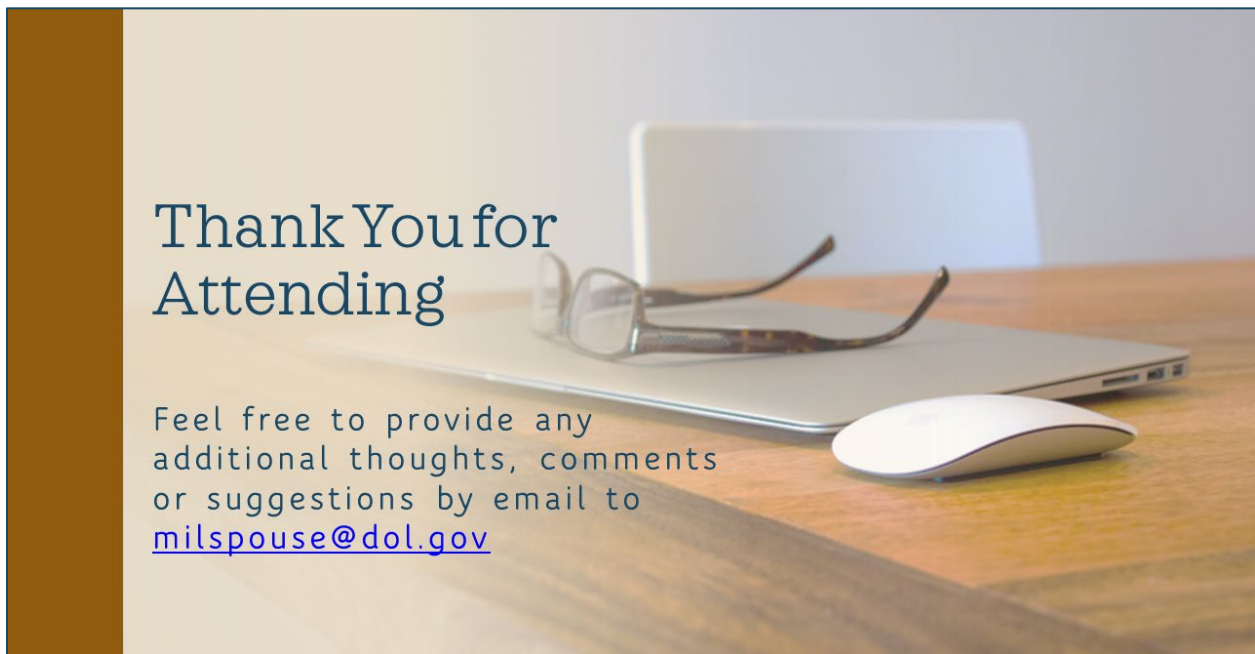
- **Determine** a reasonable salary range and **compare** a job announcement posting to your knowledge, skills, and abilities plus your experience and education in order to realize your market value.
- **Evaluate** job offers.
  - Define your walk-away point.
  - Never say a number first.
  - Ask for time.
  - Prepare talking points.
- **Identify** and **discuss** three ways to respond to a job offer (through practice negotiation scenarios).
  - Ask for more than your target number.
  - Be flexible.
  - Do NOT be afraid to walk away.

Also, ask yourself the following questions:

- What methods will you use to successfully negotiate?
- Which tips were most helpful to you?
- Are you comfortable negotiating your salary? If not, what makes you uncomfortable? What can you do to improve your comfort level?

By combining these answers with the information, you have gained during this workshop and with information acquired in other TEAMS workshops, you are more informed, better prepared, and well on your way to a rewarding career.

## Thank you



Slide 24

Thank you for your participation and your service. The DOL recognizes your dedication and the sacrifices that you, your service member, and your family members make each day to protect and defend our freedom. We are committed to supporting you in your transition and beyond.

Visit <https://www.dol.gov/teamsworkshops> to register for all TEAMS Workshops and download the Website Guide. Feel free to provide any additional thoughts, comments, or suggestions by email to [MilSpouse@dol.gov](mailto:MilSpouse@dol.gov).

# Appendix

## Job Offer Evaluation Checklist

Use the following checklist (worksheet) to evaluate items about a company's job offer.

Job Offer Evaluation Checklist		
Industry	Acceptable	Unacceptable
<b>Interest in the industry</b> Do I want to build a career in this field?		
<b>Potential for long-term growth</b> Is this a growing industry?		
Job Position	Acceptable	Unacceptable
<b>Work duties</b> Do the duties of the job interest me and use my skills?		
<b>Potential for advancement</b> What opportunities are available?		
<b>Position level</b> Where is the job in the organization? To whom do I report?		
<b>Wages/benefits</b> Do they meet my needs?		
<b>Hours</b> Do I consider them reasonable?		

<b>Job Offer Evaluation Checklist</b>		
<b>Company</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Growth potential</b> How has the company performed over the last five years?		
<b>Planned expansion</b> What plans exist, and how do they fit with the economy?		
<b>Success</b> What are the company's debt/profit ratios and other indicators of success?		
<b>Reputation</b> What is the company's reputation in the industry and with its employees?		
<b>Management team</b> What is the tenure, growth, and origin of the management team?		
<b>Schedules/Work</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Working conditions</b> What are the company's expectations and work style?		
<b>Work schedule</b> Does the job allow for flexible work schedules?		
<b>Job quality</b> How long has the position been open?  Why is it open?		

<b>Job Offer Evaluation Checklist</b>		
<b>Schedules/Work</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Travel requirements</b> How often would I have to travel?		
<b>Remote work</b> Does the company have a main or primary location? Does it have branch locations? Are any closer to your location? Can you work remotely?		
<b>Environment</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Geographic location</b> Is the job someplace I would like to live?		
<b>Area factors</b> Am I comfortable with the traffic, growth, cost of living, crime rate, etc.?		
<b>Housing</b> Is affordable housing available and to my liking?		
<b>Recreation</b> Are recreational opportunities available? Are they within reason?		
<b>Schools</b> Are good schools available for my children, spouse, and self?		

<b>Job Offer Evaluation Checklist</b>		
<b>Paid Time Off (PTO)</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Paid vacations</b> Am I eligible? How many days do I receive? How many days after a year of employment? After five years of employment?		
<b>Paid sick time</b> Is sick time provided? Is carry-over of unused days permitted?		
<b>Insurance</b>	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Medical and dental</b> Do I receive medical benefits fully or partially paid by the employer? Is dependent coverage fully or partially paid by the employer? Does coverage include vision care or dental care?		
<b>Paid life insurance</b> What is the employer-paid life insurance coverage? How many times the annual salary is offered (earnings-based coverage) or is at least \$15,000 (flat dollar-amount coverage) offered?		
<b>Profit-Sharing</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Does the company offer saving/thrift plans, cash profit-sharing, or deferred profit-sharing?		



<b>Job Offer Evaluation Checklist</b>		
<b>Retirement Plans</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Is a pension plan (defined benefit) provided?		
Does the company offer 401K, 403B, or other tax-deferred retirement savings plans?		
Does the company offer association, professional, or union plans, or mutual fund retirement plans?		
<b>Other Benefits</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Do I get full or partial relocation allowance?		
Do I get full or partial reimbursement for educational expenses?		
Does the company offer financial or legal counseling plans?		
Does the company offer childcare?		
Does the company offer long-term incentive plans (stock options or other types of performance award)?		
Does the company offer cars or transportation allowance provided for executives, salespeople, or managers who must travel?		
<b>Additional benefits not listed in checklist</b>	<b>Acceptable</b>	<b>Unacceptable</b>

## Company Culture Checklist

Use the following checklist (worksheet) to research items about a company before a job interview.

Company Culture	Notes
Company mission	
Work environment	
Core values	
Leadership style (team-based, or traditional or hierarchical management)	
What does the company do? <ul style="list-style-type: none"> <li>• Manufacture products</li> <li>• Provide services</li> <li>• Work with clients</li> </ul>	
How long has the company been in business?	
Newsroom or Press Releases	
Social responsibility	
Military friendly?	
Inclusion and diversity	
Other	